

## General Indexes

General indexes give references to an entire record series, or at least a substantial portion of it. They are listed separately, usually following the records to which they apply.

### LIBER INDEX

The earliest general indexes were made by combining the indexes to the individual volumes in such fashion that all the index entries for each letter of the alphabet were grouped together. Thus, the reference sequence would be as follows: "A"s for Volume 1, "A"s for Volume 2, "A"s for Volume 3 and so on. (See illustration.)

### BURR RECORD INDEX

In this index, the entries are divided into sub-alphabetical groups under each letter of the alphabet. For example, the names that begin with the letter "J" would be segregated under the following headings: "JAA-JAC, JAE-JAL, JAM-JAP, JAQ-JAY, JE, JI, JOA-JOG, JOH-JOM, JON-JOP, JOR-JOY, JU, JY." These volumes are usually thumb-indexed. The entries are chronological within each group. (See illustration.)

### VOWEL INDEX

This index is alphabetical by the initial of the surname and the first vowel that comes after the initial letter. For example, the letter "C" would have the following subdivisions: "CA", "CE", "CI", "CO", "CU" and "CY". Under the heading "CA", one might find such names as, Campbell, Craig or Chandler. (See illustration.)

### CAMPBELL INDEX

Under this system the names to be indexed are arranged alphabetically by initial letter of the surname and by initial letter of the given name. Thus, the names John Brooke, James Barrett and Jane Bower would all appear on the same page in chronological sequence. By consulting the alphabetical key sheets in front of the index volume, the searcher can locate immediately the page on which the names beginning with the initials "J.B." may be found. (See illustration.)

### RUSSELL INDEX

In this index, surnames are arranged on the basis of certain key letters following the initial letter of the name. The key letters are "L, M, N, R, T". All other letters are ignored. For example, in indexing persons whose surnames begin with the letter "C", the following names would be listed under the key letter "M": Camp, Coffman, Cushman, Chapman. Names such as Carr, Creecy, Cubberly, Coker would appear under the key letter "R". Within each key letter group, the given names are arranged alphabetically by initial letter in much the same fashion as they are in a Campbell index. (See illustration.)

Certain frequently recurring surnames are indexed on special pages in the rear of each index volume with cross references given on the pages where the names would normally appear. (See illustration.)

### COTT INDEXES

The Cott Index Company manufactures an almost infinite variety of indexes, but these may be consolidated into four basic groups.